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7 August 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Report of Accomplishments During Fiscal Year 1953 and
Objectives for Fiscal Year 1954

In accordance with your request at the Deputy Director (Administration) Staff Meeting on 18 May 1953, I am forwarding herewith a report of the accomplishments during the Fiscal Year 1953 and objectives for Fiscal Year 1954.

1. Administrativea. Table of Organization

A Table of Organization for the General Services Office totaling [] positions was approved 10 November 1953 with a total on-duty personnel ceiling of []. Since that date approximately five revisions have been made including the addition of the Printing Advisory Staff, the Forms Control Program, and the transfers of the FI, DD/P reproduction and GCI messenger functions, resulting in a current total Table of Organization of [] with a total personnel on-duty ceiling of []. The Table of Organization of [] positions for Fiscal Year 1954 is still under consideration in view of the fact that Congressional action has not been completed.

b. Personnel

As of 1 July 1952, the General Services Office had a total of [] personnel on duty, including the Real Estate and Construction and Transportation Divisions, and [] excluding these activities. There were [] personnel on duty in the General Services Office on 30 June 1953. This represents a net increase of [] employees entering on duty during the Fiscal Year, and, as of 1 July 1953, [] were in process, against 47 vacancies.

c. Career Service Activity

(1) The Career Service Board of this Office was organized by Office of General Services Regulation No. GOS-20-15 dated 11 August 1952, later superseded and revised as a result of reorganization by General Services Office Regulation No. GSO-20-15 dated 15 April 1953.

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(2) During the Fiscal Year 1953, this Board held a total of seven (7) meetings. Tentative career designations were assigned to the majority of General Services Office employees; and, on the balance, negotiations were initiated with other Office Career Service Boards to ascertain whether or not the boards concerned concurred in the assignment of designations requested by the employees involved.

(3) Twenty-one (21) employees of General Services Office received commendation letters from the Director of Central Intelligence as a result of having served in CIA or its predecessor agencies or in other government activities engaged in the field of U. S. Intelligence for an aggregate of ten (10) years or more.

(4) Three (3) employees of the General Services Office were presented cash awards and certificates as a result of submission of employee suggestions under the Incentive Awards Program.

d. Training Activity

(1) Various training programs already in practice in General Services Office were continued and expanded. In addition, General Services Office conducted a Records Management Training Course during the period 14 April through 11 May 1953 for Area Records Officers, Records Analysts, and Administrative Officers of the Agency. Six (6) experts in the field of Records Management from outside the Agency participated in presenting lectures and leading discussions during the course. Further training courses are planned for Fiscal Year 1954 and continuous training material and bulletins are being issued at regular intervals to further the development and training of employees in this field. Special courses are being planned in selected phases of the program, such as correspondence, administrative reports and forms control, and the Agency file manual.

(2) A recapitulation of General Services Office employees engaged in training at CIA expense or on CIA time during the year is as follows:

	<u>No. of Employees</u>
Nominations to Defense Colleges	2
American University (Ninth Annual Institute in Preservation and Administration of Archives)	2
Attendance at GSO Records Management Training Course	26
Attendance at CIA Presentation Programs	17
Attendance at CIA Orientation Courses	47
Reading Improvement Courses	5
Clerical Refresher Courses	7
Filing Course	1
Basic Intelligence Course (Support)	2

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Attendance at Courses given by International Business Machine Corporation,
Sudicott, New York

10

Attendance at Courses given by International Business Machine Corporation,
Washington, D. C.

37

c. Budget and Finance

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f. Security

A full-time Security Officer has been added to the Staff of the Office of the Chief, General Services, and major accomplishments in the improvement of security generally have resulted. This is particularly true of the Printing and Reproduction Plant [redacted] wherein a number of physical security improvements and others as well have been made.

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2. Commendations

During the Fiscal Year 1953, activities of the General Services Office received an exact total of 50 written commendations from nearly every office of the Agency.

3. Summary of Accomplishments

a. Printing Advisory Staff

This Staff was established on 24 February 1953. From that date to the end of the Fiscal Year they surveyed a total of fifteen (15) publications, fourteen (14) of which originated in PSID, resulting in substantial improvements in efficiency of handling printing and reproduction, and also resulting in a minimum saving of \$59,000, annually.

b. Space, Maintenance and Facilities Division

During Fiscal Year 1953, General Services Office procured 157,691 square feet of office space (four (4) buildings) and 270,045 square feet of warehouse space (two (2) buildings) totaling 427,676 square feet. Through the release of buildings, we have now obtained the objective of maximum concentration in the West Potomac Park area. The total space of the Agency, when completed, will then [redacted]

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[redacted] buildings in the Washington area. During this period, air-conditioning equipment was installed in most of CIA's temporary

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buildings at a cost of \$724,685. Maintenance of the buildings was considerably improved and alterations cost [redacted] Arrangements were made with the Telephone Company for the addition of 400 telephone lines. One hundred twenty-four (124) additional parking spaces were acquired for Agency use. The cafeterias in "K" and "H" Buildings were expanded and steps were taken to improve service.

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- c. Real Estate and Construction Division
(Transferred to the Logistics Office on 20 August 1952.)

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- d. Transportation Division
(Transferred to the Logistics Office on 11 August 1952.)

The Transportation Division made substantial accomplishments, but was greatly retarded due to the lack of personnel to perform adequate service. The growth of this Division was not in proportion to the growth in the volume of work resulting from the planning of DD/P activities and the procurement and shipment of supplies by the Logistics Office. Personnel authorizations had been requested on several occasions but had not been granted. For details regarding the status of the Transportation Division, see attached memorandum (Appendix B) dated 8 August 1952 to the Chief, Procurement and Supply (now Logistics) as to plans regarding this activity. Shortly after the transfer of this activity to the Logistics Office, the number of personnel authorized was increased from [redacted]

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- e. Printing and Reproduction Division

(1) The Printing and Reproduction Division printed and reproduced a total of [redacted] impressions of which approximately [redacted] were in support of the Political and Psychological Warfare Program (see Appendix C). At the request of the Assistant Director, GCI, a special reproduction activity was transferred from GCI to the General Services Office in order to provide more technical supervision. Since the date of transfer, commendations have been received from the Assistant Director, GCI, on its operation. Also during this period, the reproduction activity of the Foreign Intelligence Staff, DD/P was transferred to the General Services Office

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with substantial backlogs. The transfer was effected at the request of the Chief of Administration, DD/P, in order to provide more technical supervision and improve production. The reproduction and dissemination of FI reports are now kept current on a daily basis.

(2) A production and control system was installed in the [] plant involving production standards for individual employees in order to guarantee maximum utilization of personnel and efficiency of production. This Division has received numerous commendations during the Fiscal Year 1953.

f. Records Services Division

(1) Records Center - The small Records Center now operated by this activity has in its custody 3,200 cubic feet of records equivalent to [] filing cabinets and representing a saving of \$94,000. Approximately 1,600 feet of records have been received during the past Fiscal Year. Two hundred (200) cubic feet of records were destroyed. This activity serviced 1,500 reference requests for 8,900 record items. A recommendation was made on 29 December 1952 for the construction of a Records Center at the [] The original proposal was not considered in the interest of economy, but now we understand that it will be considered, as the construction of the Center will represent a gross saving of over \$1,000,000, whereas the cost will be approximately \$411,000.

(2) Records Management Training Program - The Records Management Training Program consisting of 16 lecture hours was offered to Agency personnel and was attended by an average of 79 employees whose responsibilities involve records management.

(3) Records Management -

(a) The responsibility for correspondence management and forms management was transferred from the Office of the Comptroller to the General Services Office. It is planned to increase these programs in their scope, and special manuals on these subjects are now in the process of being written for Agency personnel.

(b) A standard filing system for the Agency has been developed and a manual will be published shortly covering this subject. Action was taken to standardize all filing equipment and supplies. Notices regarding this standardization are about to be published.

(c) Records surveys were conducted in the Logistics, Comptroller, and General Services Offices, the Records Integration Staff of FI, and the Western Hemisphere Division, DD/P.

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Substantial accomplishments in establishing the records of these offices according to the Agency filing system, providing disposal schedules for current and future record material, and many other accomplishments in the field of efficiency, were achieved. In the case of the DD/P area, recommendations were made which are estimated to effect a saving of 143 positions at an annual estimated cost of \$529,000. This survey included many other recommendations which, if adopted, will result in substantial improvement in efficiency of handling DD/P records.

(d) Area Records Officers have been appointed by each of the principal offices of CIA and these individuals have been trained in the field of records management.

(e) In connection with vital materials, the number of documents has been increased by approximately 3,000,000 and every office in the Agency is now participating in the vital materials program. Deposits to date total more than 8,000,000 documents.

(f) In connection with Mail Control, as the result of studies on volume and distribution of mail, a number of improvements in schedules have been achieved. New mail trucks have been procured in which sorting of mail is accomplished in transit, saving considerable time in sorting and distribution of mail.

(4) Machine Records Branch -

(a) The following items were accomplished by this Branch with the savings as indicated:

<u>Item</u>	<u>Estimated Annual Savings</u>
Installation of mechanical bursting machine	\$ 7,500
Establishment of coded file for qualifications of applicants	6,000
Establishment of coded file for qualifications of CIA employees	7,500
Transfer of responsibility for daily obligation and expense vouchers from Finance Division resulting in equipment and personnel savings	4,075

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Reduced rental of tabulating equipment	13,754
Development of machine type form for attendance report and payroll change slip	13,000
Application of stock control accounting to machine records - savings are unknown, but are estimated at	15,000
Conversion of vouchered payroll from manual to mechanical methods	31,200
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TOTAL -	\$98,029

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(b) This Branch developed electric accounting machine requirements and procedures for the installation of an IBM unit [] and recruited and trained six (6) operators and supervisors for that project.

(c) The Branch converted vouchered payroll from manual to mechanical methods.

(d) Additional personnel reports have been initiated as follows: a new monthly strength report; an Agency gains and losses report; a monthly employee promotion study; studies on Agency grade distribution; and many other special types of personnel reports.

(e) For the Logistics Office, stock control and accounting records include stock control, stock on hand, stock due in, stock due out, stock in transit, stock received, stock issued, inventory adjustments, and preparation of the Agency supply catalog.

(f) For the Office of the Comptroller, the machine technique has been applied to vouchered payroll and to allotment and project accounting on unvouchered funds. Also, periodic reports were prepared of a number of different types for special purposes.

(g) During the year, several operational projects were completed and others were planned for the future, including

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4. Summary of Objectives

a. Printing Advisory Staff

(1) To continue the review of the Agency's publications (balance of approximately 30) and the large volume of reproduction work for the purpose of effecting economies and efficiencies wherever possible. However, it is expected that the review of existing Agency publications will be nearly completed by 1 July 1954.

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(2) To maintain constant liaison with the [] Staff and area divisions in a consulting capacity on their printing problems overseas.

b. Space, Maintenance and Facilities Division

Assuming that the space requirements of the Agency for departmental activities are substantially filled, the efforts of this Division will be primarily spent in:

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(2) Making periodic surveys of space utilization for the purpose of determining space inequities wherever they may exist.

(3) Attempting to effect building consolidations wherever it may be feasible through arrangements with General Services Administration.

(4) In the event that possibilities of a new building become eminent, to work with General Services Administration on the planning and construction of such a building.

(5) Surveying the use of telephone facilities to effect economies wherever possible.

c. Printing and Reproduction Division

The activity of this Division will be devoted to:

(1) Internal time and motion studies of an informal nature in an effort to improve efficiency of production.

(2) Revising the production control system and revision of production standards, as required, for the purpose of improving over-all efficiency and improving per capita production of the plant.

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(3) The installation of an inexpensive type cost accounting system in cooperation with the Comptroller.

(4) Cooperating with the Printing Advisory Staff in the improvement of methods and procedures for printing, reproducing and processing of Agency publications and other material.

(5) Expansion of the reproduction unit operated for the convenience of DD/P activities for the purpose of providing more "on-the-spot" reproduction.

d. Records Services Division

The program of Records Services will include:

(1) The construction of a Records Center (now proposed) at [redacted] at a cost of approximately \$411,000 and the establishment of fast and efficient reference service from this Center for departmental activities.

(2) The publication of an Agency Forms Management Manual.

(3) The publication of a Correspondence Management Manual.

(4) The publication of an Administrative Reports Management Manual.

(5) Improvement of the vital materials program involving reduction of microfilmed documents and increase in the number of original documents, and the removal of vital materials now in the repository which are no longer vital.

(6) Further standardization of filing equipment and supplies in the Agency.

(7) Improvement in the Agency Filing Manual as required.

(8) Records surveys of operating activities not yet surveyed, particularly in the DD/I area. The follow-through of records disposition where programs have already been established.

(9) The offering of special records management training programs in: (a) vital materials, (b) forms control, (c) correspondence control, (d) administrative reports control, and (e) records surveys.

(10) The offering of an over-all records management training program for Agency personnel in all phases of records management similar to that which was offered and completed during the months of April and May, 1953. It is presently planned that this program will be offered approximately in February, 1954.

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(11) The application of machine techniques to substitute for manual methods now in use in maintaining essential records in various administrative and operating offices. There are at present four (4) new projects being discussed in the FI, Communications activities which will undoubtedly be completed during the next few months. The records survey of FI indicates that there are many possible applications of machine techniques to DD/P records, particularly those of FI. These will be investigated in cooperation with DD/P personnel to determine the applicability of the machine technique. Also, considerable effort will be expended in leveling out reporting dates for data now maintained by Machine Records for the purpose of reducing or, if possible, eliminating overtime.

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Chief, General Services Office

Attachments

Appendix A

Appendix B

Appendix C

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